

PITSTONE PARISH COUNCIL

Pavilion Emergency & Evacuation Plan

1. Location and Communication

The pavilion is located at one end of Pitstone, on the Marsworth Road (sometimes referred to as the Lower Icknield Way). From the Pitstone roundabout it is quarter of a mile in the direction of Marsworth, almost opposite the junction with Westfield Road and Marsworth Road.

There is no telephone on the site, so all team managers/hirers/employees should ensure they bring a mobile phone to the premises. The facility is owned and managed by Pitstone Parish Council on behalf of the local community. The best contact number would be the clerk for the parish council on 01296 767261.

2. Nominate the person in charge in the event of an emergency

For each hire period, there should be at least one designated person responsible for the safety of your guests.

Under the Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2022, The Hirer(s) will be identified as a Responsible Person to the extent that they have control during the period of hire.

As such you have a Duty of Care for all persons assisting and all guests on site during your hire period. We recommend you also nominate A N Other, especially if there are children on site. It is imperative that at least these designated people familiarise themselves with all aspects of site safety, especially the details contained within the Emergency Plan and the other contents of the Pavilion Manual which includes the Health and Safety Information, First Aid posts and Assembly Points etc. You are responsible for ensuring your guests are fully briefed. Failure to comply could lead to prosecution. Please utilise the checklists at the rear of this policy to ensure you have considered every necessary aspect.

3. On entering the premises

- Familiarise yourself with the location and use of the fire fighting and first aid equipment, manual call points, fire alarm system and fire box. Location maps are provided in both corridors.
- Familiarise yourself with the two possible fire assembly points (one to the front of the building and one to the rear).
- Unlock rear door and security shutter as this will be an additional emergency escape route if utilising the room. Ensure the passage to each exit remains clear throughout your hire period.
- If utilising the football pitches, unlock pedestrian gates from inside the ground to allow quick exit from the pavilion and unlock the double emergency access gates in case access is required by a fire engine or ambulance.
- Ensure that the area of car park marked with yellow hatching in front of the double emergency access gates remains clear along with a route from the main gate off Marsworth Road around to these access gates.
- Ensure that fire doors remain closed and are not propped open.

4. To warn of fire

Lift the cover and press the button of a manual call point, located in both corridors. The audible alarm will sound. The premises are also compact, so a loud shout should be made on route to the call point to warn anyone inside the building of the location of the fire.

5. To evacuate the building

- Do NOT stop to collect personal belongings.
- Do NOT re-enter the building.
- Swiftly proceed to the nearest Fire Exit and then onto the Fire Assembly Point.
- Each hirer should have a nominated person who is trained to act as a Fire Warden in the event of an emergency, and who can help to safely evacuate designated areas of the building.
- Depending on the location of the emergency, the evacuation plan will need to be tailored.
- Your fire warden should sweep their nominated area of the building. Begin at the far end of corridors. Check each room in turn. Remember to check the showers and toilets. Direct any occupants to the nearest emergency exit. Move on to the next room, only when you know that the previous room is now empty. Close each fire door behind you. Work your way towards the exit. That section of the building should now be completely clear, and you can exit.
- If you have hired both the community building and the changing village, you will need 2 Fire Wardens, one to sweep each section of building.
- Have an additional responsible person outside the building to direct everyone evacuated from the building to the Fire Assembly Points, where you should undertake a register to ensure all your guests are accounted for.
- Your fire wardens should be particularly mindful of any guests that may require additional assistance such as disabled guests, the elderly or those with young children.

6. Emergency services

Once safely out of the building, call the emergency services on 999 using your mobile phone, giving the address and location details. A reminder of these is affixed to the front of the defibrillator located by the main entrance. In the event of a fire, or if any casualties are suspected/known, also request an ambulance.

Ensure that guests don't block the main gate or main entrance and that these remain clear for the fire engine/ambulance to enter, that the double emergency access gates are open if the casualty is at the rear of the site, and that the yellow hatched area remains clear.

Post a responsible person at the entrance from the main road to flag down the emergency services as they arrive, brief the fire brigade/ambulance of the situation and direct them to any facilities they may require.

7. Firefighting

Your primary concern should be the safe evacuation of your guests.

Only tackle the blaze if it is safe for you to do so and you are trained and competent in the use of the equipment. Do **NOT** put your personal safety, or that of others, at risk.

Ensure you select the right fire extinguisher. There is an identification panel next to each piece of equipment.

- Water filled fire extinguishers are safe to use on wood, paper and fabric fires. Do **NOT** use on electrical fires.
- CO2 fire extinguishers are suitable for use on electrical equipment or flammable liquid fires such as solvents.

Follow the instructions given on the fire extinguisher, aiming the discharge at the base of the fire.

If an individual is on fire, wrap in the fire blanket to completely smother the flames.

8. Utilities

In the event of a Gas Emergency or a Gas Leak, contact National Grid Emergency Service on 0800 111 999.

The pavilion electricity supply is controlled by Southern Electric, Telephone number: 0345 070 7373

The pavilion gas supply is controlled by Regent Gas, meter point reference number 9217680010, serial number A016A0393007A Telephone Number: 0845 241 2700

In the event of a water leak/burst, contact Anglian Water on 0800 771 881. The account number is 131634248.

9. Defibrillator

Installed on the front wall by the main entrance. Should the need arise, call 999 and the emergency operator will provide you with the release code for the mechanism. The operator will talk you through use of the equipment and/or the equipment also provides voiced commands. The defibrillator is checked and maintained on a weekly and monthly basis. Training was offered to all clubs, managers, players and their families in 2018 and was again offered in 2024.

10. Notification to the parish council

As soon as is practically possible, contact either the Chairman of the Parish Council Sports & Leisure Committee and/or the clerk to the Parish Council to notify them of any emergency. Contact details are provided at the foot of this document.

11. Fire drill

By making your reservation and accepting the Terms and Conditions of Hire, all hirers of the pavilion confirm that they have implemented a fire drill with emergency evacuation procedures and are encouraged to check this on a regular basis.

12. Emergency equipment maintenance

Please refer to the Fire Policy and Health and Safety Policy for details of the maintenance and service schedules.

Please also refer to the Fire Risk Assessment and Health & Safety Risk Assessment.

13. Emergency contacts / key holders

- Mr D Burton, Facilities Manager. Telephone: 07939 809281 email: pavilion@pitstone.co.uk
- Mr D Nicholls, Chairman of the Parish Council. Address: 64 Marsworth Road, Pitstone. Telephone: 07712 836871.
- Mrs L Eagling, Clerk to the Parish Council. Address: 9 Warwick Road, Pitstone, LU7 9FE. Telephone: 01296 767261.
- Mr S Davies, Parish Assistant. Telephone: 01296 767116.

This Emergency and Evacuation Plan was adopted by Pitstone Parish Council on

___11/12/25___ Minute reference ___SL92/25___

And will be reviewed on at least an annual basis.

R Saintey

Chairman

Emergency Plan for the Temporary Responsible Person e.g. Team Manager/Hirer

As the responsible person for your event/hire period you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event, match or function you should be aware of:

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what staff should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- arrangements for fighting fire;
- how the fire and rescue service and any other necessary services will be called;
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks;
- what instruction employees or helpers need and the arrangements for ensuring that this training is given;
- limitation on numbers of people;
- any chains and padlocks which need removing from exits and
- checking that all escape routes are clear of obstructions and combustibles.

Before your event, match or function you should decide:

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons, for whom you must have a Personal Emergency Evacuation Plan (PEEP) in place.
- the duties and identity of staff who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;
- how you will proceed if safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival and notifying them of any special risks; and
- your plans to deal with people once they have left the premises, especially children.

At the start of your event, match or function you should notify all those present about:

- the no smoking policy;
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- the location of assembly points; and
- what will happen after that (e.g. re-entry to the building).

During your event, match or function you should ensure that:

- escape routes and exits do not become blocked;
- the no smoking policy is adhered to;
- no naked flames are started (e.g. candles);
- that combustible material is kept away from any sources of ignition;
- rooms do not become overcrowded;
- noise levels cannot drown out the fire alarm; and
- if necessary, the number of persons in your premises is limited or controlled.